

## Facilities & Operations

### Office Sign Ordering Procedures – Service Center, Commons

Issued 09-19-2023

This document provides guidelines so that employees of Kalamazoo RESA have a clear understanding of the procedures for ordering new office signs or moving their existing office signs.

#### Procedures

1. Login to FMX
2. Select **Maintenance Requests**
3. Click on **New Request**
4. In the dropdown field for Request Types, choose **Office Sign Order**
5. Fill out all mandatory fields that are marked with an asterisk (\*) and submit. ***Please note, you will need to know your office room number and budget unit/account # to complete your request.***
6. For Service Center employees, once your new sign has been printed, a member of the Facilities Team will place it in your sign frame. For Commons employees, your sign will be sent to you via REMC.

#### Additional Details

- If you are just changing offices, your sign will go with you! We have a special tool to remove the covers from the sign holders and can easily move your sign to its new home.
  - Submit a Maintenance Ticket Request (using the Office Sign Order option) to have your sign moved.
  - In the mandatory budget unit/Account Number field, enter N/A
  - For Service Center employees, a member of the Facilities Team will move your sign for you.
  - For Commons employees, we will notify you of the names of team members at your site who have the tool you may borrow to move your sign for yourself.

Revised 01-16-2024